

## ABOUT MONO COUNTY

**Wild** by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada Mountain Range, Mono County is a rare environment of natural contrasts: soaring granite peaks & spacious desert vistas, quiet lakes & bubbling hot springs, cold mountain streams, winter snows & sunny summer skies, rolling sagebrush hills & vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities & activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants & cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County & offers fine schools, shopping, dining, & recreation.

The County Seat is located in picturesque Bridgeport. The northern areas of the county include Topaz, Coleville & Walker, which offer a more quiet & rural way of life, with shopping in near by Gardnerville & Carson City, Nevada.

The southern areas of the county include Crowley Lake, Benton and Chalfant, June Lake, Lee Vining and Mono City.

Rat Race? Graveyard Shift? Commuting got you down? Looking for a lifestyle change with a great quality of life? Mono County's Assessor's Office has a job for you. Mono County is a sparsely populated rural county that offers a great quality of life & recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierra, enjoy working where you vacation.

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**BENEFITS:** Mono County provides generous benefits, CalPERS retirement, medical, dental, vision & deferred compensation with County contributions.

### TO APPLY

Application materials may be received & returned to:

**County of Mono, CAO/HR**  
**P.O. Box 696, Bridgeport, CA 93517**  
**Telephone: (760) 932-5412**  
**Fax: (760) 932-5411**  
**hr@mono.ca.gov**

**Faxed and emailed applications will be accepted only if the original application is postmarked by the final filing date. Incomplete applications will not be considered.**

**SPECIAL NOTE:** The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

## COUNTY OF MONO



## INVITES APPLICATIONS FOR

**Fiscal & Technical Specialist III/IV**

**Assessor's Office**

### FINAL FILING DATE:

**November 26, 2012**

### SALARY:

FTS III: Range 59 (\$3,542 - \$4,305)  
FTS IV: Range 63 (\$3,910 - \$4,753)

*Equal Employment Opportunity Employer*

## THE POSITION

**Under general supervision, to perform a variety of the more complex, specialized account, statistical, document processing, and technical record keeping and support work; to review specialized documents and information, assisting the public and/or other County staff with the accuracy and completeness of the information; to assist others with the understanding of department/work unit services and functions; and to do related work as required.**

**Typical tasks include, but are not limited to:**

### **Fiscal & Technical Specialist III:**

- **Performing a variety of the more complex fiscal support and record keeping; processing white claims; developing and maintaining financial records**
- **Providing specialized assistance to the public and/or other county staff regarding assessment role information, fiscal records, recording procedures and functions**
- **Updating and maintaining records and information in computerized systems and databases**
- **Assisting with payroll functions and ensuring the accuracy of a variety of records**
- **Ensuring proper inventory of supplies and equipment**
- **Assisting with proper processing of assessment roll changes; filing, coping, and assembling reports and documents as required**
- **Interpreting and applying policies, laws, and regulations related to the assessment roll and department function**
- **Responding to emails, phone calls, and counter inquiries**
- **Establishing and maintaining cooperative working relationships with department staff and others**
- **Processing deed changes using imaging system**
- **Using basic and specialized office equipment**

### **Fiscal & Technical Specialist IV:**

- **Develops and recommends improvements in work procedures**
- **Develops, oversees the preparation, and prepares a variety of reports; assists with the development and administration of the Department budget**
- **Assists in coordination of assessment roll activities**

## QUALIFICATIONS

### **Ability to:**

- Provide accurate information to the public, other agencies, and staff members in a prompt, courteous, and tactful manner
- Perform a variety of the more complex specialized financial, statistical, assessment roll, document processing and recording work related to the department and work unit where assigned
- Accurately maintain and update a variety of records and information systems
- Make mathematical calculations quickly and accurately
- Proficiently use a variety of computerized spreadsheet, word processing, and data base software
- Read, interpret, and apply a variety of rules, regulations, and policies related to the functions and services of the assigned work area
- Communicate clearly and concisely, both orally and in writing
- Establish, maintain, and foster positive and harmonious working relationships
- Be well-organized, efficient, self-motivated, hard working, cooperative, and respectful of others
- Assist County Assessor/Assistant Assessor with planning, work coordination, and policy development
- Assist in planning, organizing, coordinating and the assessment roll preparation and maintenance and office support functions of the Office
- Assist with the preparation and administration of the Department budget
- Read and interpret property documents
- Interpret and apply policies, laws, and regulations related to the assessment roll
- Use a computer and software applicable to assessment roll functions
- Make mathematical calculations quickly and accurately

### **Knowledge of:**

Comprehensive financial and statistical record keeping

Policies, laws, rules, and regulations impacting the operations, transactions, and functions of the assessment roll and department function

Good public relations techniques

File maintenance and information retrieval systems

Computers and software used in office, fiscal, and administrative support work

Correct English usage, spelling, grammar, and punctuation

Mathematics

### **Desirable Qualifications:**

Familiar with organization, policies, and operating procedures of the County Assessor's office

Fiscal administration including budgeting, accounting, and expenditure control

Familiar with documents related to property appraisal and records maintenance including deeds, legal descriptions, and parcel maps

Familiar with Megabyte system

### **Training and Experience:**

**FTS III:** Two (2) years of work experience performing financial, statistical, assessment roll, treasury support, tax collection support, or document processing and recording work at a level comparable to an FTS II with Mono County.

**FTS IV:** Two (2) years of work experience performing at a level comparable to an FTS III with Mono County.

**Physical Requirements & Working Conditions:** Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment: computer, telephone, calculator and FAX.

## THE EXAM PROCESS

The exam process will consist of a review and competitive evaluation of the required knowledge and abilities as demonstrated on the application. Those successful in this evaluation will be invited to an oral interview with County management staff.

For a complete job description and application, contact the County Administrative Office at 760.932.5412 . Applications received by November 26 will be considered. E-mailed or faxed applications will be accepted provided the application with the original signatures is postmarked by November 26, 2012.

Current county employees applying for this position will be given every consideration.

Candidates not chosen for this position may be placed on an eligibility list for other open Fiscal & Technical Specialist positions within the County.

